**DEPARTMENT OF THE NAVY**
OFFICE OF THE UNDER SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

AAUSN/FMD
15 Oct 09

MEMORANDUM FOR DISTRIBUTION

From:   Director, Financial Management Division, Assistant for
        Administration, Under Secretary of the Navy

Subj:   GUIDANCE FOR THE FY 2009 ACTUAL BUDGET SUBMISSION

Encl:   (1) 30 Sep 09 Obligations by UIC/SUBHEAD/EE/OCC

Ref:    (a) DON Budget Guidance Memorandum BG 09-2A, dtd 9 Oct 09

1.   The FY 2009 obligation certification process is now complete
(1002 Appropriation Status reports became available on 14 Oct
09). Reference (a) provides information and guidance for updating
the FY 2009 column of our budget exhibits to reflect actual
execution.  Per the guidance, all major commands obligating funds
in FY 2009 must submit OP-32 Budgetary Object Classification
System (BOCS) updates for each appropriation for which they
submit budget justification materials.  Major commands are also
required to update their CP-2 data to reflect actual FY 2009
execution of civilian personnel end strength, FTE/work years and
dollars.

2.   Additionally, we request that you update your FY 2009
budgeted civilian personnel and support data currently in SARMIS
to reflect the obligation totals found in Enclosure (1) for your
respective UICs/subheads (as applicable).  We have now added
expense element (EE) and object classification code (OCC) to this
report to provide further granularity of your obligation totals.
You are not required to balance by EE or OCC, but you must
balance to the UIC/Subhead (as applicable).  If you have any
questions regarding enclosure (1), or need assistance with our
on-line SARMIS budget system, please contact your FMD analyst.

     a.   Civilian Personnel.  When reporting US Direct Hire (USDH)
civilian personnel data, please ensure that the end strength and
FTE are designated as follows:

          (1)   Full time permanent employees = OCSOC 11.11
          (2)   Part time or temporary employees = OCSOC 11.31

We must balance to official DON onboard data using this
differentiation.  If you have any questions on updating your
civilian personnel data, please contact Ms. Kellie Gray at
kellie.gray@navy.mil or 703-693-0562.

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3. In order to accommodate the short-fused deadline given to the major commands, **all FY 2009 updates in SARMIS must be completed by COB 22 Oct 09.**

4. Finally, please update the FY 2009 column for the following budget exhibits by 30 Oct 2009:

    a.   CBT-1
        CP-7
        CP-10
        CP-23
        CP-24
        Exhibit-52
        Schedule-52 (FMO only)
        OP-5 Performance Criteria (as applicable)
        All investment appropriation exhibits (OPN & RDTEN)

5. If you need assistance, please contact your respective FMD analyst or Ms. Lisa Sealey at lisa.sealey@navy.mil or 703-693-0657.

David Nugent

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